

## Add Amendment (continued)

### SCPRS

February 18, 2003

#### Add Amendment Fields

The following pages in the User's Guide address each box on the **Add Amendment** page. For those boxes that already contain data, detailed instructions and descriptions are available in the **Add Contract** Section 3 of the User's Manual and are not repeated here. The boxes discussed below are listed as they appear on the screen, starting at the top of the screen and going from left to right.

Boxes that have a red asterisk to their right are required fields and **must** contain data. If a required field does not contain data when the gray **Submit** button on the bottom of the screen is clicked, you will get a message and the system will not allow you to continue.

The first fields listed below show the data that was entered in the original contract and cannot be changed on this SCPRS screen by the user. *If any of this data needs to be changed, contact SCPRS.*

**Dept/Agency Name**

**Sub-Unit Name**

**Original Entry Date**

**Contract Type**

**Dept. Delegation No.**

**Description of Amendment\*** - Describe the reason for the amendment, including additional goods or services, increases in contract amount, extension of term, changes in contract terms and conditions, etc. This field must contain new information relevant to the new amendment being added.

**Note:** If the amendment is a batch of Public Works Change Orders, indicate Amendment or Change Order Number(s) in this box - For Example, enter "Change Order Numbers 1-33".

**Contractor Name**

Defaults to original Contractor Name when contract was first entered. Any changes made subsequent to the original contract entry are reflected only in the new amendment and not in the initial contract data or in subsequent amendments.

**Dept. Contract No./P.O. No. \*** - Defaults to original contract number. Changes are reflected only in the new amendment and not in the initial contract data or in subsequent amendments. If your department uses a numbering convention that identifies amendments, enter it in this box.

**Note:** The SCPRS registration number assigned by SCPRS identifies the amendment according to the SCPRS convention (see the end of Section 3, **Add Contract**). The SCPRS registration number is a different number than the **Dept. Contract No./P.O. No.** In the SCPRS a period and the amendment number are added to the parent contract number for each contract amendment.

**PIN No.** - Procurement Division's Purchasing Information Network number. Defaults to original contract value. Any changes are reflected only in the new amendment and not in the initial contract data or subsequent amendments.

**Financed or Leased** - Defaults to original contract value. *If this data needs to be changed, contact SCPRS.*

**Vendor FEIN** - Defaults to original contract value. Changes are reflected only in the new amendment and not in the initial contract data or in subsequent amendments.

**Contracting Method\*** - Defaults to original contract value. Changes are reflected only in the new amendment and not in the initial contract data or subsequent amendments.

**Leveraged Contract No.** - Defaults to original contract value. Changes are reflected only in the new amendment and not in the initial contract data or subsequent amendments.

**Small Business** - Defaults to original contract value. *If this data needs to be changed, contact SCPRS.*

**Disabled Veteran** - [Not available at this time.](#)

**Micro Business** - [Not available at this time.](#)

**Original Beginning Term** - Defaults to original contract value. *If any of this data needs to be changed, contact SCPRS.*

**Original Ending Term** - Defaults to original contract value. *If any of this data needs to be changed, contact SCPRS.*

**Original Contract Amount** - Defaults to original contract value. *If any of this data needs to be changed, contact SCPRS.*

#### **No. of Prior Amendments**

The number of prior amendments stored in the SCPRS is located to the left of a small gray button called **View**. Click on the **View** button to see amendments previously added to this contract. See screen below. The example shows that there have been 2 different amendments added to this contract. Note that the last digit of the SCPRS registration number indicates the number of the amendment.

If you click on the blue text on the right titled '[Printer Friendly Version](#)', a window opens on top of the SCPRS screen with the same five lines of amendment information, but without the additional colored frames, background text or pictures. To print this view, click on the gray **Print** button on the menu on the top of the newly opened window. (If needed, please contact your department's computer services or help desk staff for assistance with printing.) Click on the small 'X' in the far right top corner of this window to close the printer friendly version view.

Click on the blue SCPRS registration number on the first line of information of one of the amendments to select an individual amendment to view.



Once an amendment is selected to view, the screen below appears. This page is a 'read-only' view of the amendment information. You are not allowed to change any information yourself once the contract or amendment has been submitted to SCPRS, but must contact SCPRS staff to do the changes.



**Note:** To leave the amendment view screen shown above, click on the Browser's gray **Back** button that is in the upper left corner of your screen. Click on the **Back** button again to return to the **Add Amendments** page.

**All Amendments Total** - This total dollar amount is automatically calculated by SCPRS based on all previously entered amendments. This total does **not** include initial contract dollar value.

**Cumulative Total** - This total dollar amount is automatically calculated by SCPRS based on original contract amount plus all previously entered amendment totals (and/or Public Works Change Orders). If an amendment reduces the dollar value of the contract and the amendment total is entered as a negative dollar amount, this cumulative total will subtract the negative amount from the previous total.

**Amendment Beginning Term\*** - For ease of use, a quick select calendar is placed next to the date box. Click on the little box with red letters 1 2 that is next to the box. By using the areas at the top or simply clicking on a date in the calendar that appears, the date will appear in the beginning term date box in the proper format. You can also enter the date from your keyboard in the format of MM/DD/YY, i.e., 03/24/03. The SCPRS system will automatically translate the year into a 4-digit year, i.e., 2003.

**Amendment Ending Term** - Quick select calendar; see above for instructions.

**Amendment Total\*** - Enter only the dollar amount of this new amendment. It is not necessary to add a dollar sign. If cents are omitted, the SCPRS will assume 2 digit zeros. If cents are included in the amount, they must be preceded with a dot, for example 2500.56. Negative dollar amounts of amendments are allowed and will be subtracted from the cumulative total of the contract.

**Note:** If the amendment is a batch of Public Works Change Orders - Enter total amount for amendment or batched change orders if there is a dollar change. SCPRS will add this batched dollar amount to the cumulative total.

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The user **must** click on the gray **Submit** button in order for the data to be entered into the system.

If a user clicks on the **Submit** button and any required data is missing, the SCPRS will respond with a small box on top of the **Add Amendment** page that will tell you what piece of information is missing. Also, some data may require other data, such as a certain contract type may also require a delegation number. The amendment will not be accepted if the amendment data is incomplete or inaccurate. An example of an error message is shown below.

**Procurement DGS**

My CA

**Add Amendment** 14

<u>Dept/Agency Name</u> Department of General Services <u>Contract Type</u> 1 - IT Goods <u>Description of /</u> TBT <u>Contractor Name</u> Microsoft <u>Vendor FEIN</u> 5655856 <u>Small Business</u> <input type="radio"/> No <input type="radio"/> Yes <u>Original Beginning Term</u> 12/30/2002 <u>No. of Prior Amendments</u> 2 <input type="button" value="New"/> <u>Amendment Beginning Term</u> 01/01/03 <input type="button" value="D3"/> *	<u>Sub-Unit Name</u> OTR <u>Original Entry Date</u> 12/24/2002 <u>Dept. Delegation No.</u> 124654 <u>Financed or Leased</u> <input type="radio"/> No <input type="radio"/> Yes <u>Leveraged Contract No.</u> 122466 <u>Disabled Veteran</u> <input type="radio"/> No <input type="radio"/> Yes <u>Original Ending Term</u> 12/31/2002 <u>Micro Business</u> <input type="radio"/> No <input type="radio"/> Yes <u>Original Contract Amount</u> \$10,000.00 <u>All Amendments Total</u> \$170,300.00 <u>Amendment Ending Term</u> <input type="button" value="D3"/> *	<u>Cumulative Total</u> \$180,300.00 <u>Amendment Total</u> 0 <input type="button" value="D3"/> *
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\* = Required Field

**Note:** You **must** click on the **OK** button in the small box in order for the error message box to disappear and to be able to enter the missing data.

Once the data is successfully submitted, the screen below appears.

**Procurement DGS**

**Amendment Submittal Receipt**

[Printer Friendly Version](#)

A new contract amendment has been registered with the State Contract and Procurement Registration System  
 The contract amendment number is  
[176001120250.3](#)

An email receipt has been sent to the following e-mail address-

gloria.santos@dgs.ca.gov  
 The contractor is Microsoft  
 The Amendment Total is \$0.00  
 The cumulative total for this contract is \$180,300.00

Thank You  
 SCPRS Administrators

In addition the SCPRS sends you an email confirmation of the new amendment such as shown below.

From: SCPRS Administrator [scprsadministrators@dgs.ca.gov]  
To: gloria.santos@dgs.ca.gov  
Cc:  
Subject: SCPRS New Amendment Registration Confirmation

Dear Customer,

A new contract amendment has been registered with the State Contract and Procurement Registration System.

Contract Amendment Number: 176001120250.3  
Contractor Name: Microsoft  
Amount of the amendment: \$0.00  
Cumulative amount for this contract: \$180,300.00

Thank You  
SCPRS Administrators  
[SCPRSAdministrators@dgs.ca.gov](mailto:SCPRSAdministrators@dgs.ca.gov)

Click on this link [www.scprs.dgs.ca.gov](http://www.scprs.dgs.ca.gov) to return to the State Contract and Procurement Registration System.

**Note:** If you were in the process of adding contract or amendment information and do not click on the gray **Submit** button **before** you log-out of the system or for any other reason, the data will not be saved and will need to be re-entered.